



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE DEPARTMENT

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July 23, 2012

VIA EMAIL

Shawn Musgrave
MuckRock News
DEPT MR 1654
PO Box 55819
Boston, MA 02205-5819
1654-27632162@requests.muckrock.com

Dear Mr. Musgrave:

I write in response to your public records request to the Office of the Governor seeking: "all documents relating to Governor Patrick's Executive Order 530 and the Community, Social Service and Paratransit Commission established by that order" including "all emails (both internal and external), memos, reports, reports submitted to the Commission, meeting minutes, meeting transcripts and other relevant documents."

Pursuant to the Massachusetts public records law, a custodian may charge for the time it takes to search for and segregate the relevant records, and for photocopying the records produced. *See* M. G. L. c. 66, § 10; 950 CMR 32. Search and segregation costs include review and redaction of documents. The estimates that follow are based on the following: \$19.20/hour for clerical time; \$46/hour for attorney time; and \$0.20/page for photocopying.

Estimated search costs: The relevant communications you have requested are stored in more than 60 separate files. Based on the amount and size of these files, each term searched could take up to 2 minutes per file, potentially taking up to 2 hours to complete (60 files x 2 minutes/file searched). Based on the number of terms listed in your request above (2 terms), we estimate the total search time for this request at 4 hours (2 terms x 2 hours/term). Billed at a rate of \$19.20/hour, the total estimated cost is \$76.80 (4 x \$19.20/hour).

Estimated segregation costs: Based on the terms provided in this request, we estimate the number of communications at approximately 60 communications (2 terms x 30 communications/term), each with an average length of 2 pages, potentially totaling up to 120 pages. Segregation time is estimated at approximately 30

pages/hour. The estimated segregation time for 120 pages is 4 hours (120 pages ÷ 30 pages/hour). Billed at a rate of \$46/hour, segregation costs for this request are estimated at up to \$184.00 (4 hours x \$46/hour).

Estimated photocopying costs: The estimated cost of photocopying responsive documents for this request could be up to \$24.00 (120 pages x \$0.20/page).

Total estimated costs: \$76.80 + \$184.00 + \$24.00 = \$284.80.

Please note that all costs above are estimates. The final, actual cost may be lesser or greater. If you wish to obtain these records, please mail a check for \$284.80 payable to the "Commonwealth of Massachusetts" addressed to my attention. Upon receipt of payment, we will begin processing your request. If you would like to narrow your request, please let us know. Please note that our response remains subject to Lambert and all applicable privileges and exemptions.

Sincerely,

A handwritten signature in black ink, appearing to read 'E. Abim Thomas', with a stylized, cursive flourish extending to the right.

E. Abim Thomas